RadioShack.

PERSONAL ORGANIZER
OWNER'S MANUAL

MODEL
EL-6991

CONTENTS

NOTICE

- RadioShack Corporation strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, RadioShack Corporation assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
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- The information provided in this manual is subject to change without notice.
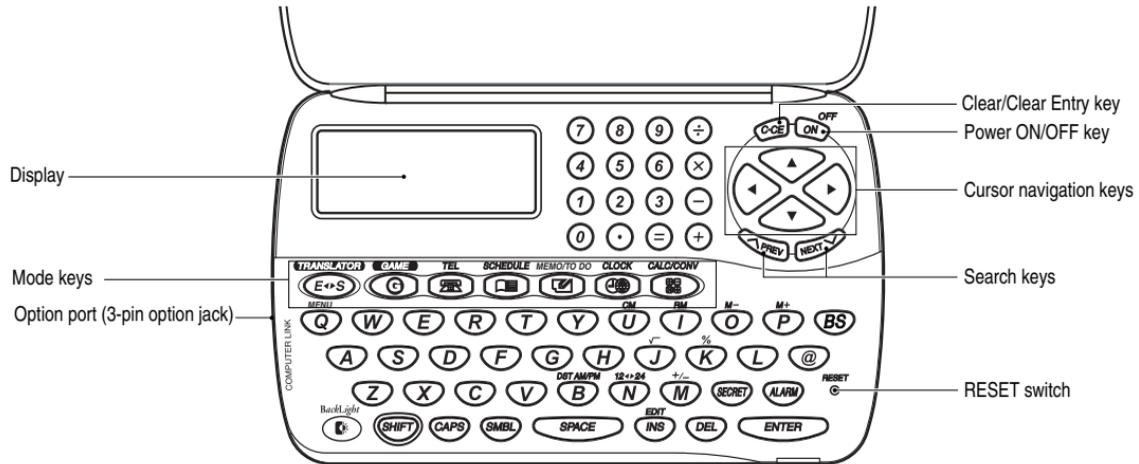
CAUTIONS

- Do not carry the Organizer in the back pocket of slacks or trousers.
- Do not drop the Organizer or apply excessive force to it.
- Do not subject the Organizer to extreme temperatures.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.
- Clean only with a soft, dry cloth.
- Use only a RadioShack Corporation approved service facility.

NOTES

- All company and/or product names are trademarks and/or registered trademarks of their respective manufactures.

Part Names

Display

Mode keys

Option port (3-pin option jack)

COMPUTER LINK

Clear/Clear Entry key

Power ON/OFF key

Cursor navigation keys

Search keys

RESET switch

Key Assignments

(ENTER) : ENTER key

(DEL) : DELETE key

(BS) : BACK SPACE key

(INS) : INSERT key

(SMBL) : SYMBOL key

(CAPS) : CAPS key

Functions as CAPS LOCK. It is used to select capital (uppercase) or small (lowercase) letters.
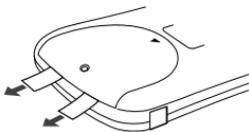
The following notations are used for key operations.

(U) ⎯ CM : Clear memory (in Calculator mode)
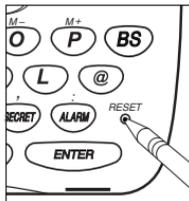   ⎯ U : Letter "U"

Using the Organizer for the First Time

Be sure to perform the following operations before using the Organizer for the first time.

1. Remove the isolating film that is affixed to the battery holder on the back of the unit.
2. Press the RESET switch with a ball-point pen or similar object. "RESET?" is displayed.
3. Press SHIFT ENTER to initialize the Organizer after "RESET!" is displayed. You have now cleared the memory contents. The Select Language screen then appears. Guidance messages can be displayed in ten languages – English, Italian, German, French, Spanish, Portuguese, Hungarian, Czech, Polish, and Greek. After initializing the Organizer, the default setting is English.
4. Select the desired language using ∧PREV or NEXT∨, then press ENTER.
   Home clock is displayed. (See "Clock Mode".)

NOTES
• If the Organizer is subject to strong, extraneous electrical noises or shocks during use, an abnormal condition may occur in which no keys (including ON) will respond. Press the RESET switch and press SHIFT ENTER to delete all the memory contents.

• To minimize battery consumption, the Organizer is designed to automatically turn off when no key has been pressed for approximately five minutes.
• The key touch tone is turned on and off by pressing SHIFT MENU, select "KEY TONE?" using ∧PREV or NEXT∨, and press ENTER. Select on/off using ∧PREV or NEXT∨, then press ENTER. When the tone is activated, "♪" will appear.

Entering Characters

• Alphanumeric letters, symbols, and "+ − × ÷ ." can be entered into the dot display area (the first line).
• Numbers and some characters (only space, −, F, and P in Telephone mode) can be entered into the number display area (the second and the third lines).
• Letters are entered in capital letters by default ("CAPS" is turned on). To enter lowercase letters, press CAPS to turn "CAPS" off.

Entering symbols and letters with an accent mark
• To enter a symbol, press SMBL repeatedly until the desired symbol appears:

@#$£¥€ ( )~': /_&<>ß!?¡¿æµ¢

- To enter a letter with an accent mark, press SHIFT SHIFT to turn "SHIFT LOCK" on, and press the appropriate key repeatedly (Refer to the following list).
- To turn "SHIFT LOCK" off, press SHIFT again.

(Key)	(CAPS ON)	(CAPS OFF)	(Key)	(CAPS ON)	(CAPS OFF)
E	É È Ê Ë Ę	é è ë ê ę	P	Þ	þ
R	Ř	ř	A	Á À Ä Â Å ÆA	á à ä â å ă æ ą
Z	Ź Ž Ż	ź ž ż	S	Ś Š	ś š
Y	Ý Ÿ	ý ÿ	D	Ď	ď
U	Ú Ü Û Ů Ű	ú ù û ů ű	C	Ć Č Ç	ć č ç
I	Í Ì Ï Î	í ì ï î	N	Ń Ñ Ň	ń ñ ñ
O	Ó Ò Ö Ô Õ Ő Ø	ó ò ö ô õ ő ø	T	Ť	ť
L	Ł Ľ	ł			
G	ΔΦΓΛΠΘΣΤΩΞΨ				

- Activate "CAPS" on to enter capitalized letters.

Making corrections

Move the cursor to the character to be corrected.
Enter the correct character to replace the previous one.

Cursor
The cursor (_) indicates the position for entering a character. Move the cursor with the cursor keys (▶ ◀ ▲ ▼).

Inserting characters
Each time INS is pressed, a space is inserted at the cursor position to allow character entry.
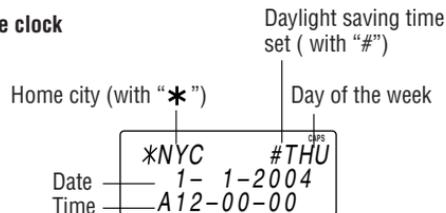
Deleting characters
Press DEL to delete the character at the cursor position.
Press C•CE to clear all the characters you have entered and yet to be stored.
Press BS to delete the character at the left of the cursor.

Clock Mode

Home clock

Daylight saving time set (with "#")

Home city (with "✹") | Day of the week

Date ———
Time ———

```
✹NYC      #THU
 1- 1-2004
A12-00-00
```

Each time CLOCK is pressed, the clock switches between the Home clock and the World clock mode. (For World clock, "✹" is not displayed.)

1. Before setting the clock

- The default setting for the date is "MM/DD/YYYY" (month-day-year). To change the setting to "YYYY/MM/DD" (year-month-day) or "DD/MM/YYYY" (day-month-year):

   1. Press CLOCK once or twice to display the Home clock (with "✹").

   2. Press SHIFT MENU, select "DATE SET?" by using ▲ or ▼, and press ENTER.

   3. Press ∧ PREV or NEXT ∨ to select the desired type.

   4. Press ENTER to store the new setting.

- To change the 12-hour clock to the 24-hour clock, press 12•▸24 ("A" or "P" is cleared). Each time 12•▸24 is pressed, the clock switches.
- For daylight saving time/summer time, press DST in advance ("#" is displayed on the left side of the day of the week).

2. Setting the clock

1. Press CLOCK once or twice to display the Home clock (with "✳").

2. Press SHIFT EDIT to start setting.
   The cursor starts to flash on the city name.

3. Press ∧ PREV or NEXT ∨ to select the desired city. (Refer to the table of cities on this page.)
   • Enter the city name, if needed (six characters or under). Only one name can be stored for Home clock.

4. Press ▼ to move the cursor to the date.

5. Enter the month, the day, and the year (four digits).
   • The built-in calendar extends from January 1, 1901, to December 31, 2098.

6. Press AM/PM to select "A" (morning) or "P" (afternoon) for the 12-hour clock.

7. Enter the time (hours and minutes).
   Note: P12-00: noon, A12-00: midnight

8. Press ENTER. The clock starts from "00" seconds.

Notes
• To enter a single-digit date or time, enter "0" and the digit (e.g. "02").
• If you enter an invalid date or time, "ERROR!" appears briefly. Enter the correct date and time and press ENTER.

Display	City	Display	City
LON	LONDON	TYO	TOKYO
LIS	LISBON	ADL	ADELAIDE
PAR	PARIS	SYD	SYDNEY
BER	BERLIN	GUM	GUAM
ROM	ROME	NOU	NOUMEA
AMS	AMSTERDAM	WLG	WELLINGTON
BCN	BARCELONA	AKL	AUCKLAND
HEL	HELSINKI	TNG	TONGA
CAI	CAIRO	MID	MIDWAY
MOW	MOSCOW	HNL	HONOLULU
RUH	RIYADH	ANC	ANCHORAGE
THR	TEHRAN	LAX	LOS ANGELES
DXB	DUBAI	DEN	DENVER
KBL	KABUL	CHI	CHICAGO
KHI	KARACHI	NYC	NEW YORK
DEL	DELHI	YYZ	TORONTO
DAC	DHAKA	CCS	CARACAS
RGN	YANGON	RIO	RIO DE JANEIRO
BKK	BANGKOK	MAT	MID ATLANTIC
BEI	BEIJING	−2H	2hrs behind LON
HKG	HONG KONG	AZO	AZORES ISLANDS
SIN	SINGAPORE		

3. Using World clock

1. Press CLOCK once or twice to display the World clock (without "✳").

2. Press ∧ PREV or NEXT ∨ to select the desired city.

4. Changing the cities between Home and World clocks

You can change the home city for a city in another time zone without adjusting the stored correct time.

1. Press CLOCK once or twice to display the World clock (without "✱").
2. Press ∧ PREV or NEXT ∨ and select the desired city to be set as the new home city.
3. Press SHIFT EDIT to change the cities between Home and World clocks.
   • The previous home city is now set as the world city (without "✱").
4. Press CLOCK to check the home city.
   • The selected city in step 2 is set as the home city (with "✱").
5. Press CLOCK to recheck the world city, and press ∧ PREV or NEXT ∨ to select the new world city, if needed.

5. Setting daylight saving time (DST: summer time)

1. Press CLOCK once or twice to display the Home or the World clock.
2. Press DST.
   "#" is displayed. The time is set one hour ahead. To clear DST, press DST to clear "#". The time is set one hour behind.

Notes
• DST can be set independently in either Home or World clock.
• When DST is set for one world city, it is used for all cities displayed in World clock.

6. Setting alarms

The Organizer has three types of alarms:
1. Daily alarm .... beeps every day at the alarm time (for one minute), when "((•))" is turned on. Up to three daily alarms can be set (ALARM1, ALARM2, and ALARM3).
2. Hourly alarm ...... beeps every hour when minutes reach "00", when " ▷ " is turned on.
3. Schedule alarm .. beeps at the time for all the schedule entries (for one minute), when "📧»" is turned on. (Refer to "Schedule Mode".)
   Press any key to stop the alarm beeping.

Setting/Changing the daily alarm time

1. Press CLOCK once or twice to display Home clock (with "✱").
2. Press ALARM to display the ALARM1 screen.
   • Press ∧ PREV or NEXT ∨ to display ALARM2 or ALARM3.
3. Press ◄ or ► to display the screen is turned on the daily alarm, if the daily alarm time is not displayed.
   (The display differs between the 12-hour and 24-hour clock.)
4. Press SHIFT EDIT.
5. Enter the time.
6. Press ENTER.
   • The daily alarm time is set.

Turning the alarms on and off

An alarm sounds only when the respective symbol (((•)), ▷ , or 📧») is turned on.
Display Home clock (press CLOCK once or twice) and press ALARM to display the daily alarm screen.
Each time you press ALARM while the daily alarm screen is displayed, the combination of symbols switches.

Note
• Alarms sound even when the Organizer is turned off.

Turning the daily alarm on and off
1. Display Home clock and press ALARM.
2. Press ∧ PREV or NEXT ∨ to display the daily alarm screen.
3. Each time you press ◄ or ►, the daily alarm you selected turns on or off. e.g. daily alarm1.

```
ALARM 1
A 12-00        (•))
```

```
ALARM 1
－－ －－       (•))
```

ALARM on   ALARM off
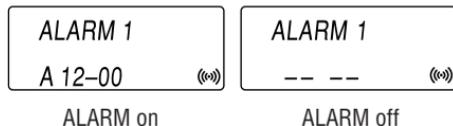
Note
• The daily alarm which is turned off does not beep even though the "(•))" is displayed.

Telephone Mode

Telephone mode is composed of two directories of storage memory.
Press TEL to toggle between "1" and "2" on the display.
Use these files for convenience, e.g. business and private files.
A telephone entry consists of name, address, E-mail address, web address (URL) and number fields.

Storing telephone entries

1. Press TEL once or twice to display the Telephone mode screen.

```
NAME?          1  CAPS
```

2. Enter name, e.g. **SMITH** SPACE **ROBERT**, and press ▼.

3. Enter address, e.g. **18** SPACE **EAST** SPACE **ROAD**, and press ▼.

4. Enter E-mail address, e.g. **SROB** SMBL
   ► (to enter " @ ") **SHARPSEC.COM**, and press ▼.
   • The E-mail address is automatically entered in lowercase letters.

```
              E-mail      1
▲harpsec.com_
```

   • To enter " @ ", simply press @ instead of SMBL.

5. Enter web address (URL), e.g. **WWW.SHARPUSA.COM** , and press ▼.

6. Enter phone number, and fax number if needed, e.g.
   012-3456-7890 ▼
   F SPACE SPACE SPACE **3456-7891**, and press ENTER.

```
◄ NUMBER?      1  CAPS
2-3456-7890
     3456-7891_
```

• "STORED!" appears briefly, then the Telephone mode screen is displayed. The telephone entry is now stored.
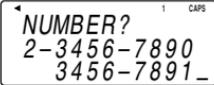
Field	Number of characters	Allowable characters
The first line: Name, E-mail address, web address (URL)	36 characters or under	Alphabetic letters, numbers, symbols, "+ − × ÷ .", space
address	72 characters or under	
The second and the third lines: Phone number	36 characters or under	Numbers, space, −, F (Fax), P (Pager)

Notes
- The symbol "NAME", "ADDRESS", "E-mail", or "URL" is turned on while entering in each field.
- To skip entry of an address, E-mail address, web address (URL), or number, press ▼ when "ADDRESS?", "E-MAIL?", "URL?", or "NUMBER?" is displayed. However, entry must be made at the "NAME?" field.

Schedule Mode

Schedule mode is used for storing schedule details (36 characters or under), date and time (year, month, day, hour, and minute).
In the first line the same characters are allowable as in Telephone mode.

1. Storing schedule entries

1. Press SCHEDULE to display the Schedule mode screen.

2. Enter the details and press ▼.

3. Enter the date and time.

    SCHEDULE?   CAPS

    • The types of date and time are the same as the types set for the clock.
    • To enter a single-digit date or time, enter "0" and the digit (e.g. "02").

4. Press ENTER to store in the memory.
Notes
- Schedules for the following dates can be stored: January 1901 to December 2098.
- If an attempt is made to store an entry without a date or time, or with an invalid date or time, "ERROR!" appears briefly. Enter the correct date and time and press ENTER.

2. Alarm for Schedule mode

When the schedule alarm ("📖»") is turned on, it is set for all the schedule entries. Beeping sounds for one minute when the time for a schedule entry is reached. Press any key to stop the alarm. The schedule alarm cannot be set for an individual entry.

7

To Do Mode

Press MEMO/TO DO once or twice to select To Do mode.
Each time the key is pressed, the display switches between To Do and
Memo modes.

Storing To Do entries

1. Press MEMO/TO DO once or twice to display the To Do mode screen.

2. Enter the description and press ▼.

3. Select the Priority number from 1(High) to 9(Low) enter the
   number, then press ▼.

4. Enter the date and time.
   • The types of date and time are the same as the types set for the
     clock.
   • To enter a single-digit date or time, enter "0" and the digit (e.g.
     "02").

5. Press ENTER to store in the memory.

Changing Completion Status

1. Press MEMO/TO DO once or twice to display the To Do mode
   screen.

2. Press ∧PREV or NEXT∨ to select the To Do items.

3. Press SHIFT EDIT ▼ to enter the status field.

4. Press ◄ to select "D" (Done), then press ENTER.
   • "P" stands for "pending".

Memo Mode

Notes or other pieces of information that are not appropriate for
Telephone or Schedule mode can be entered for convenience.
In the first line the same characters are allowable as in Telephone
mode. In the second and the third lines you can enter numbers, –, and
space. (36 characters or under can be entered in each line.)

Storing memo entries

1. Press MEMO/TO DO to display the Memo
   mode screen.

```
MEMO?              CAPS


```

2. Enter the memo item and numbers.
   E.g. **UNION** SPACE
        BANK ▼
        01 ▼
        272-0011223

```
UNION BANK         CAPS
01
272-0011223_
```

3. Press ENTER to store in the memory.

Notes for storing and recalling entries

- When the memory is full, "MEMORY FULL!" appears briefly, and the entry cannot be stored.
- When the symbol "▶" or "◀" appears, more information exists. Press ▶ or ◀ to switch the display.

Checking details of entries in Telephone mode

- To display each field on the first line, follow the symbol "▼" or "▲" and press ▼ or ▲. (The symbol above the first line shows each field.)
- Press and hold ▶ to start the auto scroll on the first line. Press ▶ again to stop or restart the scroll. Press C•CE to quit the auto scroll.

Recalling entries – Telephone, Schedule, To Do, Memo –

Press the desired mode key first.

NEXT ▽ : Recalls entries in forward order

△ PREV : Recalls entries in reverse order

Sequential search

Press NEXT ▽ or △ PREV in each mode.

Direct search

- Enter the first characters (eight characters or under) of the person's name, schedule details, To Do item or memo item, and press NEXT ▽ or △ PREV.
  Press NEXT ▽ or △ PREV then, to continue performing a direct search.

Sorting order

- Telephone and memo entries are stored by the first character of the person's name or memo item in the following order (case sensitive):
  space numbers (0 to 9) A a Á á À à Ä ä Â â Ã ã Å å ă Æ æ Ą ą
  B b C c Ć ć Č č Ç ç D d Ď ď E e É é È è Ë ë Ê ê Ě ě Ę ę F f G g
  H h Ch ch I i Í í Ì ì Ï ï Î î J j K k L l Ł ł L' M m N n Ń ń Ñ ñ Ň ň O o
  Ó ó Ò ò Ö ö Ô ô Õ õ Ő ő P p Þ þ Q q R r Ř ř S s Ś ś Š š T t Ť ť
  U u Ú ú Ù ù Ü ü Û û Ů ů Ű ű V v W w X x Y y Ý ý Ÿ ÿ Z z Ź ź Ž ž
  Ż ż ß Δ Φ Γ Λ μ Π Θ Σ Υ Ω Ξ Ψ Ø ø ¢ @ # $ £ ¥ € ( ) ~ ' : / \ _
  & < > ! ? ¡ ¿ + − × ÷ .

- "Ch" and "ch" are available in Czech language mode only.
- Schedule entries are stored by date and time.
- To Do entries are stored in the following order : STATUS, PRIORITY, and DATE.

Notes

- When there is no (further or relevant) entry to be recalled, "NOT FOUND!" appears briefly, and the display returns to the mode screen.
- Greek characters are sorted as follows:
  space numbers (0 to 9) Α Β β Χ Δ Ε Φ Γ Η Ι Κ Λ Μ μ Ν Ο ο Π
  Θ Ρ Σ Τ Υ Ω Ξ Ψ Ζ a Á á À à Ä ä Â â Ã ã Å å ă Æ æ Ą ą b C c
  Ć ć Č č Ç ç D d Ď ď e É é È è Ë ë Ê ê Ě ě Ę ę F f G g h i Í í Ì ì
  Ï ï Î î J j k L l Ł ł L' m n Ń ń Ñ ñ Ň ň Ó ó Ò ò Ö ö Ô ô Õ õ Ő ő p Þ
  þ Q q R r Ř ř S s Ś ś Š š t Ť ť U u Ú ú Ù ù Ü ü Û û Ů ů Ű ű V v
  W w x Y y Ý ý Ÿ ÿ z Ź ź Ž ž Ż ż Ø ø ¢ @ # $ £ ¥ € ( ) ~ ' : / \
  _ & < > ! ? ¡ ¿ + − × ÷ .

Editing or deleting entries – Telephone, Schedule, To Do, Memo –

Editing
1. Recall the entry to be edited.
2. Press SHIFT EDIT. The cursor starts to flash.
3. Press ▶, ◀, ▲, or ▼ to move the cursor to the position to be edited.
4. Enter, insert, or delete characters (refer to "Entering Characters").
   • To cancel editing, press C•CE.
5. Press ENTER several times (until "STORED!" appears briefly) to finish editing and to store the entry.

Deleting
1. Recall the entry to be deleted.
2. Press DEL.
   • "DELETE?" is displayed.
   • To cancel the deletion operation, press C•CE.
3. Press ENTER to delete the entry.

Calculator Mode

The Organizer can calculate numbers of up to ten digits. Press CALC/CONV several times to display the Calculator mode screen (Calculator → Currency conversion → Unit conversion → Calculator...).

```
                    0.
```

Calculation

Be sure to press C•CE, C•CE, and CM to clear the display and memory before performing a calculation.
Note
• When +, −, ×, or ÷ is pressed, the respective symbol, +, −, ×, or ÷ is displayed. (In the examples in this manual, these symbols are not described.)

If an error occurs
If the calculation result or the integer section in the numerical value in the memory exceeds 10 digits or if a number is divided by zero (0), an error occurs ("ERROR" is displayed).

Calculation examples

Example	Operation	Display
(−24+2)÷4=−5.5	C•CE − 24 + 2 ÷ 4 =	*−5.5*
34+57=91	34 + 57 =	*91.*
45+57=102	45 =	*102.*
	(The addend becomes a constant.)	
68×25=1700	68 × 25 =	*1700.*
68×40=2720	40 =	*2720.*
	(The multiplicand becomes a constant.)	
200×10%=20	200 × 10 %	*20.*
9÷36=25%	9 ÷ 36 %	*25.*
200+(200×10%)=220	200 + 10 %	*220.*
500−(500×20%)=400	500 − 20 %	*400.*
$4^6=(4^3)^2$=4096	4 × = = × =	*4096.*
1/8=0.125	8 ÷ =	*0.125*
25×5=125	CM 25 × 5 M+	ᴹ*125.*
−) 84÷3=28	84 ÷ 3 M−	ᴹ *28.*
+) 68+17=85	68 + 17 M+	ᴹ *85.*
182	RM	ᴹ*182.*
$\sqrt{25}$−9=4	25 − 9 = √	*4.*
1234567890×145	1234567890 × 145 =	ERROR
=179012344050		*17.90123440*
	C•CE	*17.90123440*

(17.90123440×10¹⁰=179012344000)

(17.90123440×10^{10}=179012344000)

Currency/Unit Conversion Mode

1. Setting a currency rate

1. Press CALC/CONV several times to display the currency conversion mode screen (refer to "Calculator mode").
   Example: 1 CAD (Canada dollars) = 0.66 USD (US dollars)

   EURO → USD ᶜᴬᴾˢ
   0.

2. Press NEXT ∨ NEXT ∨ NEXT ∨ to change the display and press SHIFT EDIT. The initial character of "CAD" starts to flash.

   • You can change each currency name by entering characters (up to four in each) and using ▶, if needed.

3. Press ENTER. "0" starts to flash.

4. Enter the rate (up to ten digits).
   0.66

   CAD → USD ᶜᴬᴾˢ
   0.66

5. Press ENTER to store in the memory.

2. Converting currency/unit

You need to set the conversion rate before making the currency conversion.

Example: Convert 500 CAD into USD using the rate that you have set.

1. Display the screen: "CAD → USD".

2. Enter the value to be converted.
   500

11

3. Press ▶ to convert CAD into USD.
   - To convert in reverse order (e.g. 200 USD into CAD), enter **200** and press ◀.

```
CAD   -→ USD  CAPS

            330.
```

   - You can use the unit conversion in the same manner. You cannot change the units or the rates for units.
   - The conversion result may have a slight error as a result of rounding off the number (e.g. up to two decimal places for currency conversions). Use the conversion result for reference.

Game Mode

Each time GAME is pressed, the display switches between "ALPHA ATTACK" and "BLACKJACK".

BLACKJACK (Twenty-one)
Make your "hand" (the total of the numbers on the cards) as close to 21, without going over 21.

1. Press GAME once or twice to display the Game mode screen.

```
BLACKJACK  CAPS

          30
```
                                    Your chips

2. Press ENTER to start a game. The left two cards are dealt for you. (One card is faced up and the other is faced down.)

3. Agree the left-displayed maximum bet (up to ten) or enter fewer bet.

4. Press SPACE to see your hand. Each time SPACE is pressed, a new card is dealt.
   - "J", "Q", and "K" are counted as 10.
   - "A" can be counted as 1 or 11.
   - When the first two cards are "A" and a face card ("J", "Q", or "K"), your hand is "BLACKJACK".

Your hand The dealer's hand
```
J28          ■4  CAPS

      10     20
```
            Your bet Your chips

5. Press ENTER to stop being dealt and hold your hand. The dealer's hand and the results are displayed.
   - When you win, your total flashes and your bet is doubled.
   - When you win with "BLACKJACK", your bet is tripled.

Your total The dealer's total
```
J28        32K4  CAPS
20           19
      20     20
```
            Your bet Your chips

6. Press ENTER and display the Game mode screen.
   - When you have no more chips to bet, the game is over.
   - To quit the game, press C•CE or any mode key. Your chips are stored for the next time.
   - To return your chips to 30, press DEL and press ENTER on the Game mode screen.

ALPHA ATTACK
Type in characters (A to Z, 0 to 9) displayed on the first line to clear them. 20 levels of speed are available.

```
ALPHA ATTACK  CAPS

          01
```
                                    Level

1. Press GAME once or twice to display the Game mode screen.

2. Enter the level number (two digits, from 01 to 20).

```
EY3KW          CAPS

                01
```

• 01: slow, 20: fast

3. Press ENTER to start a game.

4. Press the same key as the first character at the left end of the first line. (In this case, press keys in the order: E → Y → 3 → K → W.)
   • Pressing the correct key in the correct order deletes the character.
   • When 12 characters are displayed in each level, the game continues in the faster level (up to 20).
   • When no more characters can be displayed, the game is over. The Game mode screen with the level when the game is over is displayed.

Word Translator Mode

The Organizer offers an English-Spanish bi-directional word translation function.

1. Press E↔S to enter the English → Spanish translation mode.

```
ENG  →  SPA
```
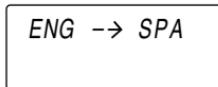
Press E↔S twice (or E↔S then ◀) to enter Spanish → English mode.

2. Enter the desired source word and press ENTER.
   "English…" or "Spanish…" is displayed while conducting search. The matching English or Spanish word will then be displayed.
   • When the symbol "▶" appears on, more letters exist. To view remaining letters of long words that cannot be accommodated on the screen, use ▶ to scroll right.
   • If there is no matching word, "NOT FOUND!" is displayed. The word next in alphabetical order will then be displayed.
   • Press NEXT ∨ or ∧ PREV to scroll through word list, or edit entry using the keyboard, and press ENTER for another search.
   • Press ◀ or ▶ to return to the source word.

Caution
   • Spanish words stored in this device are those of Spain.
   • Only the masculine form of the noun will be displayed for nouns with both masculine and feminine forms.
   • Sometimes, two identical words will appear in the word list.
   • Enter European characters and spaces correctly. Otherwise, the unit may not be able to complete the search.

Backlight function

The Backlight allows you to view the display and use the Organizer even in low-light conditions. Pressing BackLight once illuminates the display for as long as you continue to use the Organizer, or until no key is pressed for 10 seconds.

- To turn the Backlight off, press BackLight again.
- The Backlight may remain on for less than the preset interval or it may not function if the battery level is low.
- The Backlight does not function in the PC Link mode.

Do not use the Backlight unnecessarily

- Since the Backlight drains power from the backlight battery, excessive use of the Backlight will significantly reduce the life of your battery.

Memory Storage

1. Checking memory storage

1. Press TEL, SCHEDULE, or MEMO/TO DO to display "NAME?", "SCHEDULE?", "MEMO?" or "TO DO?".

2. Press SHIFT MENU, select "MEMORY CHECK" by using ▲ or ▼ , and press ENTER. The number of remaining bytes is displayed briefly.

```
CAPACITY    %

            99
```

Notes

- Approx. 8,000 telephone entries can be stored (when 14 characters are entered for name, telephone and fax number fields, and 18 characters are entered for address field).

2. Deleting all the memory contents

Perform steps 2 and 3 as described in the section, "Using the Organizer for the First Time" (see page 2).

- To cancel the deletion operation, press any key EXCEPT FOR SHIFT ENTER in step 3.

Adjusting the LCD contrast

1. Press CLOCK once or twice to display Home clock (with "✳ ").
2. Press NEXT ∨ or ∧ PREV to adjust the LCD contrast.

Secret Function

1. Registering a password

A Secret function is valid for Telephone, Schedule, To Do, and Memo modes.
Up to six characters can be registered as the password.

If the password is forgotten, you cannot delete the password only. You have to delete all the memory contents. (Perform steps 2 and 3 as described in the section, "Using the Organizer for the First Time" on page 2.) As a safeguard, make a written record of the password.

Registering a password
1. Press CLOCK once or twice to display Home clock (with "✳ ").
2. Press SECRET.
3. Enter a password (case sensitive), e.g. **ABC** and press ENTER.
   - "RECONFIRM !" is displayed.
   - If "ERROR !" appears briefly, the password has already been registered.

> PASSWORD? CAPS

4. Enter the same password once more for verification and press ENTER.
   - The display returns to the Home clock.
     The secret function turns on automatically.
   - If you enter the wrong password, "ERROR !" appears briefly and display returns to the Home clock. Follow the above steps again to register a password.

2. Turning Secret function off

When the Secret function is on, it is necessary to turn off to perform the Telephone, Schedule, To Do, and Memo modes.

1. Press TEL, SCHEDULE, or MEMO/TO DO.
   - "PASSWORD?" is displayed.
2. Enter the password and press ENTER.
   - If you enter an incorrect password, "ERROR!" appears briefly. Follow the above steps and enter the correct password.
   - Secret function will be automatically turned on after the power is turned off manually or automatically.

3. Changing the password

1. Press SECRET on the Home clock (with "✳ ").
2. Enter the password and press ENTER.
   - "EDIT PASS.?" is displayed.
3. Press ENTER.
   - The initial character of the password starts to flash.
4. Modify the password and press ENTER.
   - "RECONFIRM !" is displayed.
5. Enter the same password once more for verification and press ENTER.

- The password is changed and display returns to the Home clock. The secret function turns on automatically.
- If you enter the wrong password, "ERROR !" appears briefly and display returns to the Home clock. Follow the above steps again to change the password.

4. Deleting the password

1. Press SECRET on the Home clock (with "✱").
2. Enter the password and press ENTER.
   - "EDIT PASS.?" is displayed.
3. Press ENTER.
   - The password is displayed.
4. Press C•CE.
   - "DEL PASS.?" is displayed.
5. Press ENTER to delete the password.

Using the Included PC Software

The CD-ROM contains software to enable exchange of data with a PC.

The software can be used to backup/restore data in the Organizer and export/import data to different file formats.

Minimum System Requirements:

- IBM PC or 100% compatible
- Microsoft® Windows® 98/98SE/2000 Professional/Me/XP
- Pentium®300MHz or higher
- 50MB free hard disk space
- 64MB RAM for Microsoft® Windows® 98/98SE/2000 Professional/Me
- 128MB RAM for Microsoft® Windows® XP
- One available 9-pin serial port
- CD-ROM drive
- Mouse or compatible pointing device

Connecting the Organizer to Your PC

1. Turn off your PC and the Organizer.
2. Connect the standard 9-pin connector of the PC-Link cable to the PC's serial port.

   • Using a 25-pin connector will require an additional adapter. (Commercially available)
3. Connect the other end of the PC-Link cable to the Organizer's option port.
4. Turn on the PC and the Organizer.
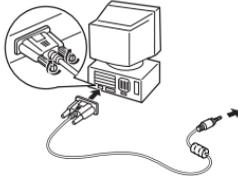
Connect to the option port of the Organizer.

Installing

1. Insert the PC software CD-ROM into your CD-ROM drive. Installation process should automatically start.

   If the PC software screen does not appear, double-click "My Computer" to locate the CD-ROM drive directory, then double-click to launch "install.exe" found on the CD-ROM.
2. Click the "Install" button.
3. Follow the installation instructions that appear on the screen.

Note:
• For Windows2000® Professional and Windows® XP, install/ uninstall programs after logging on as an Administrator.
• When the installation is complete, click the "Finish" button to finish the installation process.

Desktop Utilities

Launch "Desktop Utilities" from the Start menu, or double-click on the shortcut icon on the desktop. Utilize the Desktop Utilities via the following graphic interface:

Serial port

Click "Auto Detect..." to allow the communication to automatically detect the appropriate serial port.

Make sure that the unit is physically connected with the PC first, then click this button.

If the desired serial port is not found, manually select the serial port from the drop-down list.

Backup/Restore

The Backup/Restore menu of the Desktop Utilities allows you to make a backup file of the unit data, or to restore it back to the internal memory of the unit. Be noted that the setup parameters won't be backed up.
• Backup: Select "Backup..." from button, then enter the desired name of the file to be backed up.
• Restore: Select "Restore..." from button, then select the desired name of the file to be restored.

17

Export/Import

The Export/Import menu of the Desktop Utilities allows you to import data created by each application to the unit, or export data created on the PC to the unit by application data.

- Export: Select the desired application name, then click "Export...", then enter the desired filename to which you wish to export data.
- Import: Select the desired application name, then click "Import...", then enter the desired filename from which you wish to import data.

Battery Replacement

Batteries used

Type	Model	Quantity	Use
Lithium battery	CR2032	1	Unit operation
Lithium battery	CR2032	1	Backlighting

- Be sure to write down any important information stored in the memory before replacing the batteries.

Precautions

Since improper use of the batteries may cause leakage or explosion, strictly observe the following instructions:

- If fluid from a leaking battery accidentally gets into your eyes, it may result in serious injury. Should this occur, flush your eyes with clean water and consult a physician immediately.
- Should fluid from a leaking battery come into contact with your skin or clothes, immediately wash with clean water.
- If the Organizer will not be used for an extended period of time, to avoid damaging the Organizer remove batteries and store in a safe place.
- Do not leave exhausted batteries inside the Organizer.
- Do not use different types of batteries or partially used batteries.
- Insert the battery with its positive side (+) correctly orientated.
- Never throw batteries into a fire because they might explode.
- Keep batteries out of reach of children.
- When batteries become near exhaustion, remove them from the Organizer immediately to avoid battery leakage and corrosion inside the Organizer.

Because the batteries in the Organizer were installed at the factory, they may become exhausted before the specified expiration time is reached.

Operating Battery Replacement

Battery replacement time

When "LOW BATTERY" is displayed, immediately replace the operating battery with a new one.
The operating battery holder is indicated as "For OPERATION" in the battery compartment.
If the battery level is low, the alarm may not sound, or similarly the Backlight may not function. Continued use of the Organizer with low battery can alter or clear the memory contents. Memory contents may be lost if the battery is improperly replaced or if the following instructions are disregarded.

Caution:
• PC Link may not be available when the battery level is low.
• Under the low battery condition, new data entry and editing of existing data may not be performed in some modes. Also Clock and other settings may not be made.

Backlight Battery Replacement

When the Backlight cannot be turned on (except when "LOW BATTERY" is displayed or the Organizer is in the PC Link mode), replace the backlight battery.
The backlight battery holder is indicated as "For BACKLIGHT" in the battery compartment.

Replacing the batteries

• Make sure the power is turned off before replacing the batteries.
• Do not press ON until the battery replacement procedure is completed.

1. Press ON to turn the power off.
2. Loosen the screw (turn counterclockwise) and remove the battery holder cover on the back of the unit.
3. Remove one used battery using a ball-point pen or similar object.
   • Do not use a mechanical pencil or sharp pointed object.
4. Install one new battery with the positive side (+) facing up.
5. Repeat step 3 and 4 for replacing both batteries, if necessary.
6. Replace the holder cover and secure with the screw.
7. The power will be turned on 2 to 3 seconds after ON is pressed.
   • If nothing appears on the display, press the RESET switch and press C•CE .
   • Do not press SHIFT and ENTER. This key sequence will clear all the memory contents.
8. Set the clock to the correct time (see page 3).

Caution:
• Clock settings and/or other settings and listings may be lost when batteries are removed for a long time. Replace the batteries as quickly as possible.
• Make sure to confirm all settings are set correctly after replacing the batteries.

19
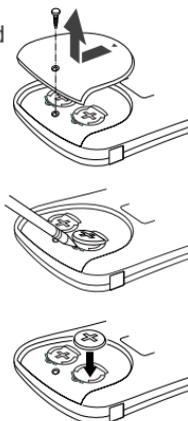
Specifications

- **Model:** EL-6991
- **Product name:** Personal Organizer
- **Display:** 12 colums × 3 lines, with Backlight
- **Memory capacity:** 768 KB Equivalent*
- **Clock mode:**

  Accuracy: ± 60 seconds/month at 25°C/77°F
  Display: Year, month, day, day of the week, hour, minute, second, AM/PM
  Clock function: 12-hour/24-hour format (switchable), 3 kinds of date type (switchable), world clock function, daylight saving time (summer time) display, daily alarm, hourly alarm
- **Telephone mode:** Entry and recalling of telephone listings (name, address, E-mail address, phone number, and web address (URL))
- **Schedule mode:** Entry and recalling of schedule listings (details, year, month, day, hour, and minute), schedule alarm
- **To Do mode:** Entry and recalling of To Do listings (Due Date, Priority and Description)
- **Memo mode:** Entering and recalling of memo entry
- **Calculator mode:** 10 digits (with calculation status symbols), arithmetic calculations, percentage, square root, memory calculation, etc.
- **Currency/unit conversion mode:**
  5 types of currency conversion (editable) and 9 types of unit conversion
- **Game mode:** 2 games
- **Word Translator mode:**
  English from/to Spanish, approx. 1200 words for each language
- **Power consumption:** 0.11 W
- **Operating temperature:** 0°C to 40°C (32°F to 104°F)

- **Power supply:**
  Operating battery: 3.0V ⎓ (DC) (Lithium battery CR2032 x 1)
  Backlight battery: 3.0V ⎓ (DC) (Lithium battery CR2032 x 1)
- **Auto Power Off Function:** Approx. 5 minutes
- **Battery life:**
  Operating battery (at 25°C/77°F)
  Approx. 1 year at ambient temperature of 25°C/77°F, assuming the following daily use: 30 minutes display, alarm sounding for 20 seconds and key touch tone turned on/off 100 times.
  Backlight battery (at 25°C/77°F)
  - Approx. 4000 times
    When the Backlight is turned on for 10 seconds and turned off for 50 seconds per minute.
- **Weight:** Approx. 110 g (0.24 lb.) (Including batteries)
- **Dimensions:**
  Open: 143.0 mm (W) x 169.5 mm (D) x 9.5 mm (H)
  5-5/8" (W) x 6-11/16" (D) x 3/8" (H)
  Closed: 143.0 mm (W) x 88.0 mm (D) x 13.3 mm (H)
  5-5/8" (W) x 3-15/32" (D) x 17/32" (H)
- **Accessories:** 2 lithium batteries (installed), CD-ROM software, PC-Link cable, owner's manual

* Memory at 768 KB Equivalent. Approx. 8000 telephone names & numbers (name, telephone and fax number are 14 characters and address is 18 characters per entry) can be stored by using compression technology. (Compression Rate: Approx. 1.5:1)

For Hardware Support

If you require assistance with the hardware or have any other product-related questions, you can:

Visit our website:

www.RadioShack.com

For PC Software Support

If you have read the organizer owner's manual, but still require PC Software Support, you can:

Call our customer assistance center:

(630) 378-3590

Send an E-mail:

radioshacksupport@sharpsec.com